Cost Allocations FY14 and FY15 and Percent Change
Douglas County Public Library

Central Service Departments	FY 14 Allocation	FY 15 Allocation	Percent Change	Description	Additional Detail
Building Use Charge	0	0	0%		
Equipment Use Charge	0	0	0%		
Geographic Information Systems	$2,443	$1,155.00	-52.7%	GIS $1155	*GIS* - related activities on behalf of County. Allocated based on % of time spent by dept. or fund.
Clerk	0	0	0%		
Treasurer	0	$10,453.00	100%	***New Charge:*** Banking fees $4562 Investment management $62 Cash Receipting $5829	*Banking fees* - direct bank fees and time related to managing banking svcs. Allocated based on number of A/P transactions by dept. or fund. *Investments* - managing and reconciling investments and managing the flow of cash for County. Allocated based on investment earning by dept. or fund. *Cash Receipts* - as County's central cashiering entity, receipting & recording all funds received. Allocated evenly to receipting dept. or fund based on Cashiering Ordinance requiring every dept. or fund to deposit daily with Treasurer's Office.
Telecommunications	$5,275	$0.00	-100%		
General Services	0	0	0%		
County Administration	$9,672	$9,877.00	2.1%	County Commission $3511 County Manager $6366	*Commission* - activities related to the Board of County Commissioners. *County Manager* - general county duties and responsibilities. Both allocated based on Total Expenditures by GF dept. or fund.

Cost Allocations FY14 and FY15 and Percent Change
Douglas County Public Library

Central Service Departments	FY 14 Allocation	FY 15 Allocation	Percent Change	Description	Additional Detail
Technology Services	0	$10,154.00	100%	***New Charge:*** Telephone PBX $7137 Security $3017	*Telephone PBX* - maintaining the county-owned telephone system; includes voicemail, long distance, off-premise extensions, 3 mainframe systems & 10 remote key systems; leased T-1 circuits, DSL and ISDN svcs. Installation of copper wire cabling & jacks. Allocated based on number of extensions by Depts. or Funds. *Security* - employee ID badge access application for secured facilities; maintain network, software app. & card readers. Allocated based on full-time equivalent count of assigned employee ID badges by dept. or fund.
Human Resources	$18,997	$11,895.00	-37.4%	Recruitment & Selection $1501 Labor Relations $2555 Staff Dev. $2463 Benefits Admin. $4297 Class & Comp $1079	*Recruitment & Selection* - recruitment & hiring of staff. Allocated based on number of applications processed by GF dept. or fund. *Labor Relations* - time spent with labor relation groups. Allocated based on protected full-time equivalents by GF dept. or fund. *Staff Development* - time spent on staff development. Allocated based on full-time equivalents by GF dept. or fund. *Benefits Administration* - time spent managing County's benefit program. Allocated based on full-time equivalents by GF dept. or fund. *Class & Comp* - time spent on County's employee classification and compensation system. Allocated based on full-time equivalents by GF dept. or fund.

Cost Allocations FY14 and FY15 and Percent Change
Douglas County Public Library

Central Service Departments	FY 14 Allocation	FY 15 Allocation	Percent Change	Description	Additional Detail
Records Management	0	$0.00			
District Attorney	0	$0.00			
Building Services	$32,126	$32,030.00	-0.3%	Building Maintenance $32030	*Building Maintenance* - maintenance of County buildings. Allocated based on square foot occupied by GF dept. or fund.
FD309 Risk Management	$3,730	$8,639.00	131.6%	Risk Mgmt. $8639	*Insurance Administration* - activities related to mgmt. of Risk Mgmt. Fund. Allocated based on full-time equivalent count by GF depts or funds.
Finance (cont. next page)					*Acctng. & Fin. Reporting* - processing journal entries to record revenues, expenditures and other financial transactions, reconciliation of GL accounts, to accurately complete financial records. Coord. of annual independent fin. audit, prep of financial stmts., reports to ensure compliance with external/internal financial reporting rqmts. Allocated based on Total Budgeted Expenditures by dept. or fund. *Operating & Cap Budgets* - annual budget processing across organization, including assisting depts. with budget development, revenue/expense analyses and projection, budget monitoring, budget adjustments, transfers and augments, providing external and internal budget reporting. Allocated based on Total Budgeted Expenditures by dept. or fund. *Accounts Payable* - processing vendor payments for goods and svcs., purchase orders, procurement card admin., and travel reimb. Allocated based on number of annual A/P transactions processed by dept. or fund. *Payroll* - processing employee pmts. for salaries and benefits, and related activities such as prep of quarterly tax and PERS reports. Allocated based on a full-time equivalent count per dept. or fund.

Cost Allocations FY14 and FY15 and Percent Change
Douglas County Public Library

Central Service Departments	FY 14 Allocation	FY 15 Allocation	Percent Change	Description	Additional Detail
Finance	$24,567	$24,012.00	-2.3%	Acctng. & Fin. Reporting $3894 Operating & Cap Budgets $3846 Accounts Payable $9025 Payroll $4498 Grant Admin. $31 Capital Asset Acctng. $504 Debt Mgmt. $1348 Strategic Plgn. Support $866	*Grant Admin*. - administration of grants, including processing grant disbursements, accounting and financial compliance reporting. Allocated based on Grant Revenues received by dept. or fund. *Capital Asset Acctng.* - account of govt. property, plant and equipment, including gathering and maint. of data needed for prep of annual financial stmts. Allocated by total number of capital assets by dept. or fund. *Debt Mgmt*. - development of financing plans, debt issuance, accurate and timely pmt. of debt service, debt accounting, and State & Federal continuing disclosure reporting compliance. Allocated based on Total Budgeted Expenditures by dept. or fund. *Strategic Planning Support* - svcs. provided in coord. of workshops, presentations, discussion and status reports to review and evaluate strategic planning efforts. Includes goal setting, project status updates, emerging issues, and integration of strategic planning process with Priority Based Budgeting for allocation of time, human capital and resources to achieve goals in the Strategic Plan. Allocated based on total expenditures by dept. or fund.
Subtotal	**$96,810**	**$108,215.00**	**11.8%**	*This is the percent difference between the two fiscal years - almost a 12% increase over FY14.*	
Proposed FY15 Cost Allocation		**$108,215.00**			

Tentative Budget Worksheet

Budget Year 2017

Account Description	2014-15 Actual	2015-16 Adopted Budget	2015-16 Amended Budget	2016-17 Tentative Budget
Department 804 - Library				
Salaries & Wages				
Salaries & Wages	574,908.88	701,823.00	701,823.00	734,421.00
Holiday Overtime	199.44	.00	.00	.00
Vacation Payout	18,958.67	.00	.00	.00
Comp Payout	127.68	.00	.00	.00
Holidays	30,554.48	.00	.00	.00
Comp Paid	1,766.44	.00	.00	.00
Vacation	49,499.88	.00	.00	.00
Sick	26,499.11	.00	.00	.00
Sick Leave Payoff	10,587.58	.00	.00	.00
Salaries & Wages Totals	$713,102.16	$701,823.00	$701,823.00	$734,421.00
Employee Benefits				
Retirement	173,762.53	188,556.00	188,556.00	199,022.00
Pact Workers Comp	26,822.68	25,521.00	25,521.00	27,282.00
Group Insurance	111,626.48	112,164.00	112,164.00	112,164.00
Unemployment	3,162.06	3,481.00	3,481.00	3,673.00
Medicare	10,330.98	10,092.00	10,092.00	10,649.00
Cell Phone Stipend	399.50	.00	.00	.00
Pact Other	1,451.81	.00	.00	.00
Oasdi	515.17	1,412.00	1,412.00	1,465.00
PEBS-Ret.Medical	8,937.60	7,255.00	7,255.00	5,676.00
Employee Benefits Totals	$337,008.81	$348,481.00	$348,481.00	$359,931.00
Services & Supplies				
Program Underwriting	8,270.86	3,500.00	5,950.00	6,000.00
Computer System	59,926.82	50,000.00	90,000.00	55,000.00
Telephone Expense	4,784.26	4,100.00	4,100.00	4,500.00
Postage/Po Box Rent	3,486.89	3,200.00	3,200.00	3,200.00
Travel	18,322.56	4,000.00	5,760.00	8,000.00

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Advertising	1,760.90	200.00	200.00	200.00
Printing & Binding	453.50	50.00	50.00	100.00
Communications	.00	1,500.00	1,500.00	500.00
Utilities	31,484.25	35,000.00	35,000.00	35,000.00
Maint B&G	8,933.36	5,250.00	5,250.00	2,000.00
Janitorial Services	19,910.40	20,000.00	20,000.00	20,000.00
Maint Equip	8,778.58	15,000.00	15,000.00	9,000.00
Motor Pool Expense	5,679.96	5,525.00	5,525.00	5,650.00
Rents & Leases Equipment	5,208.58	5,500.00	5,500.00	6,000.00
Risk Mgmt-Co. Insurance	34,468.00	33,864.00	33,864.00	32,794.00
EMRB Assessment	87.75	.00	.00	.00
Memberships	685.50	550.00	550.00	400.00
Recycling Expense	1,167.87	300.00	300.00	300.00
Training & Education	1,595.00	2,000.00	2,000.00	1,500.00
Data Lines	5,502.94	7,000.00	7,000.00	7,000.00
Professional Services	6,814.00	100.00	100.00	100.00
Cataloging	22,771.18	21,000.00	21,000.00	23,000.00
Admin & Overhead	.00	5,478.00	5,478.00	.00
Circulation Supplies	.00	2,500.00	2,500.00	1,000.00
Library Materials	178,131.34	180,000.00	181,410.00	185,000.00
Processing Materials	5,614.27	7,000.00	7,000.00	4,000.00
Institutional Supplies	375.75	500.00	500.00	500.00
Office Supplies	5,971.17	2,500.00	3,051.00	4,000.00
Small Equipment	18,317.10	3,000.00	3,000.00	1,500.00
Office Products Program	2,813.59	3,500.00	5,664.00	4,000.00
Small Projects	1,500.00	4,000.00	4,000.00	5,673.00
Statewide Collection Gran	2,442.00	.00	5,299.00	.00
Bank Fees-Credit Card Processing	486.18	200.00	200.00	400.00
Services & Supplies Totals	$465,744.56	$426,317.00	$479,951.00	$426,317.00
Capital Outlay/Projects				
Machinery & Equipment	6,067.00	.00	.00	.00
Capital Outlay/Projects Totals	$6,067.00	$0.00	$0.00	$0.00
Department 804 - Library Totals	$1,521,922.53	$1,476,621.00	$1,530,255.00	$1,520,669.00
	$1,521,922.53	$1,476,621.00	$1,530,255.00	$1,520,669.00

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Budget Worksheet Report

Budget Year 2017

Library Gift Fund

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2017 Department Head
Fund 235 - Library Gift Fund					
EXPENSE					
Department 800 - Library Gift Fund					
Services & Supplies					
520.029	Program Underwriting	12,294.30	.00	.00	.00
520.060	Postage/Po Box Rent	79.96	.00	.00	.00
520.064	Travel	14,693.67	.00	.00	.00
520.097	Maint B&G	185.00	.00	.00	.00
532.054	Library Materials	320.32	.00	.00	.00
532.061	Library Gift Fund	447.63	.00	91,022.00	37,281.00
	Services & Supplies Totals	$28,020.88	$0.00	$91,022.00	$37,281.00
	Department 800 - Library Gift Fund Totals	$28,020.88	$0.00	$91,022.00	$37,281.00
	EXPENSE TOTALS	$28,020.88	$0.00	$91,022.00	$37,281.00
	Fund 235 - Library Gift Fund Totals				
	EXPENSE TOTALS	$28,020.88	$0.00	$91,022.00	$37,281.00
	Fund 235 - Library Gift Fund Totals	($28,020.88)	$0.00	($91,022.00)	($37,281.00)
	Net Grand Totals				
	REVENUE GRAND TOTALS	$0.00	$0.00	$0.00	$0.00
	EXPENSE GRAND TOTALS	$28,020.88	$0.00	$91,022.00	$37,281.00
	Net Grand Totals	($28,020.88)	$0.00	($91,022.00)	($37,281.00)

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2015-2016

	Year-To-Date			January 2016		
	Minden	Tahoe	Total	Minden	Tahoe	Total
Items Checked Out/Renewed	95,218	5,583	100,801	13,912	670	14,582
Electronic Checkouts	6,115	-	6,115	992		
New Cards Issued	819	65	884	92	4	96
Library Visits	58,306	8,076	66,382	8,320	879	9,198
Meeting Room Use	157	16	173	19	2	21
Meeting Attendance	1,884	263	2,147	228	18	246
Pine Nut Room Use	49	-	49	9	-	9
Pine Nut Room Attendance	245	-	245	45	-	45
Children's Programs	131	22	153	17	4	21
Children's Program Attendance	2,898	620	3,518	166	63	229
Teen Programs	9	-	9	1	-	1
Teen Program Attendance	123	-	123	11	-	11
Total Programs	154	23	177	21	4	25
Total Program Attendance	3,420	662	4,082	352	63	415
Inventory	107,365	27,052	134,417	107,365	27,052	134,417
Patrons	28,313	3,621	31,934	28,313	3,621	31,934
Interlibrary Loans Requested	277	23	300	36	2	38
Interlibrary Loans Loaned	116	2	118	17	1	18
Internet Use	6,881	688	7,569	981	72	1,053
ADA-pc use	146	-	146	3	-	3
Homebound Patrons	21	-	21	21	-	21
Homebound Checkouts	1,194	-	1,194	169	-	169
Receipts:						
Reimbursement:						
Lost, Copier, PCR	5,608.57	167.30	5,775.87	481.19	13.90	495.09
Gift Fund:						
Book Sales/Donations	17,041.10	568.15	17,609.25	3,191.06	31.70	3,222.76

Userful Use January 2016					
DLT		DCL			
Internet		Internet		ADA	
Internet & Office	72	Internet & Office	830	Extended use	3
Large Print (LP)	0	Large Print (LP)	41	Restricted LP	0
		15-minute Internet & Office	65		
		Word processing	45		
Total	72	Total	981	Total	3

EBSCOHost usage report
Douglas County Public Library
Fiscal year 2015-2016

By # of sessions	Year-to-date	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016
Collection used									
Academic Search Main Edition (new 8/15)	13		1	2	3	4	1	2	3
AHFS Consumer Medication Info - new 3/13	3	-	-	1	1	1	-	-	0
Audiobook Collection	1	-	-	1	-	-	-	-	-
Automobile Repair Reference Center	26	2	5	2	5	-	8	1	-
BIR Entertainment	3			1	1	1	-	-	3
Book Index with Reviews - new 7/10	3,967	681	464	496	406	422	340	593	565
Business Source Elite	10	5	2	1	1	1	-	-	-
Consumer Health Complete (new 7/11)	9	1	-	1	4	-	-	1	2
eBook Collection - new 3/11	5	-	-	2	-	-	-	2	1
ERIC	11	1	-	2	2	1	-	4	1
European Views of the Americas 1493-1750	3			1	1	1	-	-	-
Flipster (new 12/15)	97						4	62	31
Funk & Wagnall's New World Ency.	3	-	-	1	1	1	-	-	-
GreenFILE, added 3/08	3	-	-	1	1	1	-	-	-
Health Source, Consumer Ed.	5	1	-	2	1	1	-	-	-
Health Source: Nursing/Academic Edition	4	-	-	1	2	1	-	-	-
Image Collection	22	-	3	3	4	4	4	3	1
Library, Info. Sci. & Technology Abstracts	7	-	-	1	1	1	-	1	3
MainFile	11		3	2	1	1	2	2	-
MarketLine Company Profiles Authority	9	3	1	1	1	1	2	-	-
Marketline/Medtrack Company Profiles	5		2	1	-	-	-	2	-
MAS Ultra - School Ed.	4	-	-	1	1	1	1	-	-
MasterFILE Premier	15	-	2	3	2	1	3	1	3
Middle Search Plus	3	-	-	1	1	1	-	-	-
Newspaper Source	2	-	-	1	-	1	-	-	-
Newspaper Source Plus (new 9/15)	3			2	1	-	-	-	-
Newswires (new 7/15)	65	8	10	9	9	6	7	10	6
NoveList	545	93	71	81	57	54	43	68	78
Novelist Plus (effective 7/1/10)	12,367	1,634	1,569	1,568	1,567	1,342	1,133	1,741	1,813
Primary Search	4	-	1	1	1	1	-	-	-
Professional Development Collection	6	2	-	1	1	2	-	-	-
Public Library Core Collection: Nonfiction (trial)	21	1	5	5	4	2	2	1	1
Regional Business News	3	-	-	1	1	1	-	-	-
Science Image Collection (new 9/15)	3			1	1	1	-	-	-
Science Reference Center (new 9/15)	3			1	1	1	-	-	-
Science Video Collection (new 9/15)	3			1	1	1	-	-	-
Teacher Reference Center (new 9/15)	3			1	1	1	-	-	-
Web News	65	8	10	9	9	6	7	10	6
Total sessions	17,332	2,440	2,149	2,210	2,094	1,864	1,557	2,504	2,517

By # of searches	Year-to-date	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016
Collection used	Total	Total	Total	Total	Total	Total	Total	Total	Total
Academic Search Main Edition (new 8/15)	42		1	5	6	25	1	3	1
AHFS Consumer Medication Info - new 3/13	151	-	-	4	3	8	-	-	-
Audiobook Collection	1	-	-	1	-	-	-	-	-
Automobile Repair Reference Center	55	11	4	1	13	-	10	4	12
BIR Entertainment	15			4	3	8	-	-	-
Book Index with Reviews	12,260	2,106	1,426	1,372	1,258	1,470	1,098	1,848	1,682
Business Source Elite	30	10	4	4	4	8	-	-	-
Consumer Health Complete	7	1	-	1	2	-	-	1	2
eBook Collection - new 3/11	2	-	-	1	-	-	-	1	-
ERIC	37	1	-	11	5	8	-	8	4
European Views of the Americas 1493-1750	15			4	3	8	-	-	-
Flipster (new 12/15)	176						14	106	56
Funk & Wagnall's New World Ency.	151	-	-	4	3	8	-	-	-
GreenFILE, added 3/08	16	-	-	4	4	8	-	-	-
Health Source, Consumer Ed.	19	3	-	5	3	8	-	-	-
Health Source: Nursing/Academic Edition	28	-	-	4	16	8	-	-	-
Image Collection	67	-	14	8	10	17	13	4	1
Library, Info. Sci. & Technology Abstracts	20	-	-	4	4	8	-	1	3
MainFile	38		12	5	3	8	7	3	-
MarketLine Company Profiles Authority	27	9	4	3	4	7	-	-	-
Marketline/Medtrack Company Profiles	18		6	2	-	-	8	2	-
MAS Ultra - School Ed.	19	-	-	4	3	8	4	-	-
MasterFILE Premier	59	-	22	9	7	8	12	1	-
Middle Search Plus	15	-	-	4	3	8	-	-	-
Newspaper Source	1	-	-	1	-	-	-	-	-
Newspaper Source Plus (new 9/15)	16			5	3	8	-	-	-
Newswires (new 7/15)	318	37	89	85	28	26	25	19	9
NoveList	2,206	399	286	302	175	254	94	232	464
Novelist Plus (effective 7/1/10)	34,616	3,233	3,361	3,637	4,511	4,482	3,972	5,622	5,798
Primary Search	17	-	2	4	3	8	-	-	-
Professional Development Collection	29	7	-	4	3	15	-	-	-
Public Library Core Collection: Nonfiction (trial)	215	18	70	81	17	12	10	6	1
Regional Business News	15	-	-	4	3	8	-	-	-
Science Image Collection (new 9/15)	14			3	4	7	-	-	-
Science Reference Center (new 9/15)	15			4	3	8	-	-	-
Science Video Collection (new 9/15)	14			3	4	7	-	-	-
Teacher Reference Center (new 9/15)	15			4	3	8	-	-	-
Web News	317	37	89	85	28	26	24	19	9
Total searches	50,804	5,872	5,390	5,686	6,142	6,500	5,292	7,880	8,042